

RIKITA N. YADAV

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Objective; -

Obtaining a challenging position in an organization will allow me to utilize my skills to the fullest and enhance my capabilities in teamwork to bring up growth for the self and the organization.

Educations Qualifications; -

Year	Course Studied	Name of the Institution / University	Major Subjects Studied	Grade Point/ Percentage
2012-13	MBA	Gujarat Technological University	HR	7.61(CPI)
2010-11	B.B. A	Gujarat University	Finance & HR	53
2008	12th	Gujarat Higher Secondary Board	Commerce	74.14
2006	10th	Gujarat Secondary Board	All compulsory subjects	75.29

Summer Internship; -

Company	Project Title
ARVIND MIL PVT.	Working Capital Management
Bajaj Finance	Working with his clients on sites for 6 months with Sales India.

Project Details; -

Course	Subject	Title of Project	Company
MBA	CP	A study on stress level among working women in the education sector.	-
B.B. A	Finance		Comparative study on LIC andPVT insurance sector
B.B. A	HR		Hindustan COCA COLA Beveragespvt. Ltd.
B.B.A	Grand report		Permeshwer steel pvt. Ltd.

Seminar/Workshops; -

- Attended a Faculty Development Program on “Pedagogy to Andragogy” at R. B. Institute of Management Studies
- Participated in an FDP on “Teaching Methods in B-schools” on 10th March 2012 at RBIMS

Total Working Experience; -

- **I have 2.0 Years of experience as an HR Executive. (Recruitment) in Leoquest Consultancy Pvt Ltd. (June 2014 to Feb 2016)**
- **Acute Informatics Pvt Ltd (Wipro Infotech, Handling Recruitment) {(March 2016 toApril 2017)}**
- **Chamunda Consultancy Services (Own Business of Recruitment) (April 2017 to Dec 2020)**
 - Handling Team of HR Recruiter.
 - Dealing with Clients of IT & Non-IT companies for recruitment services.
 - Responsible for the full Recruitment Life cycle for clients
 - Sourcing the resumes from internet job portals like (Naukri.com and Timesjob.com) and from existing databases & professional networking.
 - Screening of resumes, shortlisting, and scrutinizing them.
 - Scheduling interviews according to the candidate & client's requirements.
 - Following up with the candidates until selection and joining.
 - Negotiating the joining dates with the candidate once the offer is released and ensuring that they would join at the required timeline to finalize the joining date.
 - Handled Positions only at Senior & Middle-Level Management
 - Handling the recruitment of Mfg industries, Insurance, Advertising, It, Telecom etc.
 - Handling clients. Responsible for direct interaction with the HR Person, Line Manager, and even the Regional Head of the respective client company. Handling a team of 6 and also responsible for handling a branch.

- **Siyana Info Solutions Pvt Ltd. (from Dec 2020 to July 2021)**
- **Techcompose Solutions Pvt Ltd (Presently continue from July 2021 to August 2022).**
- **Injala Pvt Ltd. (MNC) (August 2022 to Continue...)**

- Day-Day responsibilities include – Resume Sourcing – Screening – Shortlisting – Scheduling – Salary Negotiation – Generating, Releasing & Closing Offers – Documentation Process – BGV Verification Process - Onboarding Formalities.
- Managed multiple open requisitions at a time.
- Collaborate with hiring managers to understand talent availability, requirements, and trends for the area and conduct initial screening of received profiles.
- Ensure proper documentation in line with compliance requirements during all stages of candidate assessment for future reference and audits.
- Responsible, loyal, reliable, and independent worker with a high level of enthusiasm and creativity.

My strengths; -

- Hard Working and Goal Oriented
- Good Communication skills and leadership qualities.
- Positive Attitude
- Analytical & Problem-Solving Approach
- Eager to learn new technology.
- Self-Motivated
- Working in a Team
- Good Communication skills and leadership qualities.

Declarations; -

I hereby affirm that the information in this document is accurate and true to the best of my knowledge.

Yours faithfully

RIKITA N. YADAV